

# Faculty Compensation for Additional Teaching Duties<sup>1</sup>

## Description

Departments are responsible for assigning a teaching workload for the faculty and for setting an overall standard for instructional workload. For example, a standard for credit teaching load for an academic department may be two formal group courses (or sections) each semester for a total of four courses (or sections) in a 9-month academic year in addition to graduate student and other independent study instruction.

Additional teaching duties assigned in the context of a readjustment of the proportion of a faculty member's overall teaching-research-service responsibilities do not constitute an overload situation. An overload occurs when there is a need for a faculty member to take on teaching **in addition to** their instructional and other responsibilities as assigned by their department. Even when this occurs, departments should first consider alternatives to temporary base adjustments or overloads. Examples of alternatives would be a partial reassignment of other duties for a semester or providing flexible funds for use by a faculty member for research, travel, or other work-related expenses. If this is not possible, the department must complete this request form and submit it not less than two weeks in advance of the desired appointment<sup>2</sup> to the division Human Resources office for review. With consideration to division practice, faculty document 1033a<sup>3</sup> and the specific details of each request, the division HR (as the designee of the Dean) must endorse the request before it moves on to the institutional approval level. If endorsed at the division level, the request goes to the Office of Human Resources who will work with the Provost's Office for final review/approval. If a request is denied at the Provost level, the division level or the department with division level endorsement may appeal the decision with a face-to-face meeting with the Provost or his/her appointees.

In some instances, it is permissible to request an overload for a longer period than the current or upcoming term. Appropriate justification should accompany such requests.

**Prior approval by the Provost's Office is required before informing a faculty member they will receive a temporary base adjustment or overload to assume additional teaching responsibilities.** Failure to submit a request for prior approval will result in the inability to provide salary compensation to the faculty member for the semester in which they may teach additional courses. One of the alternative methods listed above will have to be used in these situations. Requests must be received by the Office of Human Resources no later than two weeks prior to the beginning of the term. All requests for overloads for faculty must align with the Office of Human Resources policy on Overloads:

<https://kb.wisc.edu/ohr/policies/page.php?id=53140>

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<sup>1</sup> This document applies to C-basis appointed faculty providing formal group instruction during the academic year and A-basis faculty during the fiscal year. Provisions of this document apply to faculty listed as the instructor of record for group instruction courses in the schedule of courses. Independent study and thesis supervision are not included in group instruction.

<sup>2</sup> Earlier submission is appreciated.

<sup>3</sup> <https://kb.wisc.edu/images/group222/65090/1033AFacultyWorkload1994.pdf>

## Teaching Overload Request Form

*Note: Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or non-federal funds which are used as cost sharing on a federal award. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring agency.*

*Note: this form is not required for units that compensate employees teaching non-credit courses to non-UW-Madison enrolled student populations.*

Name of Employee: \_\_\_\_\_

Empl ID: \_\_\_\_\_

Home Department/UDDS: \_\_\_\_\_

Overload Department/UDDS (if different): \_\_\_\_\_

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Payment Amount for Additional Teaching: \_\_\_\_\_

Method of Payment (select one):  Temporary Base Adjustment (TBA)  
 Overload (paid as a lump sum on faculty appointment)

	Key Issues	Division and Departmental Response	OHR Notes
1	What is the standard teaching load for this faculty member in the faculty member's home department on a per-academic-year basis?		
2	In what ways (e.g. number of credits taught, number of courses, number of students) does the faculty member exceed the standard teaching load described in 1? Is the overload for instructional activity within or outside the home department of the faculty?		
3	What is the time period for which the overload is requested?		

4	List the courses by number and title for the subject faculty member during the overload period including those associated with the proposed overload request.		
5	Have alternatives (described in paragraph 2 of the Description) to TBA and compensation overload been explored?  <i>If "no" please explore alternatives before forwarding this request.</i>		
6	Has this or a similar situation required this faculty member to be assigned overload teaching more than three times in the past 5 years (yes or no)?		
7	If this is a recurring situation, will the department adjust the faculty member's teaching load in the future to avoid the overload (yes or no) ?		
8	If so, who else in the department will be able to assume a portion of the current overload teaching portfolio?		
9	If no one else is immediately available, is there a longer term strategy to avoid the overload condition? Why or why not?		

Signature of Employee: \_\_\_\_\_

Signature of Department Chair/designee: \_\_\_\_\_

Signature of Department Chair/designee of Overload department (if different): \_\_\_\_\_

Signature of Dean/designee: \_\_\_\_\_

Signature of Dean/designee of Overload department (if different): \_\_\_\_\_

Signature of Provost/designee: \_\_\_\_\_

Forward this form to [ohrattachments@ohr.wisc.edu](mailto:ohrattachments@ohr.wisc.edu) at the time the overload or temporary base adjustment (TBA) is entered. Request for overload or TBA must be received by OHR prior to the effective date of the appointment.

Last Updated January 12, 2017